Approved For Release 2005/12/14: CIA-RDP83-00036R000400090003-5

WAR DEPARTMENT

OFFICE OF THE ASSISTANT SECRETARY OF WAR

STRATEGIC SERVICES UNIT

Washington 25, D. C.

GENERAL ORDERS

Number 1

1 October 1945

- 1. Pursuant to authority contained in Executive Order of the President dated 20 September 1945, a memorandum from the Assistant Secretary of War to the Director of the Strategic Services Unit, War Department, dated 26 September 1945, and memorandum from the Secretary of War to the undersigned dated 27 September 1945, copies of which are attached hereto, the undersigned hereby assumes command of the Strategic Services Unit, War Department, effective 0001 hours, 1 October 1945.
- All OSS General and Special Orders, Branch Orders, Interoffice Memoranda and Administrative Instructions, not heretofore rescinded, will continue in full force and effect except to the extent inconsistent with the above mentioned Executive Order and memoranda from the Assistant Secretary of War and the Secretary of War. In addition, on matters of administration, all personnel concerned will conform, as fully as is practicable, with applicable War Department policies and regulations.

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Director	

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SSU - General Orders No. 1 - signed by John Magruder; 1p Attaches: Exec. Order of President, dated 20 Sept. 1945

Memo. Asst. Secy of War to Dir. SSU, dated 26 Sept. 14

Memo. Secy of War to Dir., SSU, dated 27 Sept. 145

Under authority shown in attachments, John Magruder assumes command of the Strategic Services Unit, War Department, effective 0001 hours, 1 October 1945.

Continues in force all existing issuances not heretofore rescinded except when inconsistent with attached Executive Order and Memoranda.

On matters of administration, all personnel concerned will conform with applicable War Department policies and regulations.

CLUMENT LOCATION

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Approved For Release 2005/12/14 : CIA-RDP83-00036R000400090003-5

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Approved For Release 2005/12/14 GIA-RDP83-00036R000400090003-5

WAR DEPARTMENT

OFFICE OF THE ASSISTANT SECRETARY OF MAR

STRATEGIC SERVICES UNIT Washington, D. C.

12 October 1945

GENERAL ORDERS)
NO. 2)

Under the authority vested in me as Director, Strategic Services Unit, by the Secretary of Mar, the attached provisional organization chart is approved. The several offices and divisions of the Strategic Services Unit shall, effective this date, be organized and operated as indicated on said chart and with the functional responsibilities as set forth as follows:

1. ADVISORS AND SPECIAL ASSISTANTS

Prepares such studies and recommendations as may be desired by the Director.

2. EXECUTIVE

The Executive Officer shall be the principal assistant to the Director and as such shall exercise all functions appropriate to a Chief of Staff.

3. SECRETARIAT

The Secretariat shall be responsible for:

Maintaining the files and records of the Director's Office, including complete files of all directives and orders from the Assistant Secretary of War, and other basic SSU documents and papers, and performing for the Director such additional secretarial functions as required.

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- b. Redistribution of all incoming and outgoing pouch material and supervising the dispatch of outgoing material.
- c. Obtaining or preparing for the Director a monthly report of the major activities of this agency and such other special reports as he may direct, and reviewing all reports on SSU activities which may be prepared by any branch or office, of SSU for outside dissemination.
- d. The distribution of cables to the branches and offices in SSU Washington Headquarters.

4. GENERAL COUNSEL

for:

The Office of General Counsel is responsible

- a. Reviewing, before any commitment is made, all contracts, agreements, leases, and other legal papers to which SSU is a party.
- b. Rendering legal advice and handling legal matters pertaining to all phases of operations of SSU.
- c. Advising and assisting the Finance Branch in ascertaining and determining proper procedures with respect to Special Funds to insure that proper and accurate accounting of expenditures is maintained.

5. ASSISTANT EXECUTIVE OFFICER FOR PERSONNEL

a. Adjutant - handling of official correspondence, directives, and orders, except those specifically delegated to the Jecretariat, in accordance with regulations and approved policies.

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- b. The formulation of policies and the supervision of the execution of administrative arrangements pertaining to personnel of the unit.
- c. Supervision of the registry.
- d. Supervision of activities pertaining to the physical security of the Washington Headquarters plant and facilities. (Other existing functions of the Security Officer will be executed on instructions given him by the Director)

6. ASSISTANT EXECUTIVE OFFICER FOR OPERATIONS

Normal Field Section and Operational Staff functions.

7. ASSISTANT EXECUTIVE OFFICER FOR SERVICES

- a. The preparation of policies for, and the supervision of the execution of, arrangements for the various services.
- b. Supervision and direction of the activities of the SSU Property Board.

8. PERSONNEL

The Assistant Director for Personnel shall be responsible for:

- a. Establishing policies and procedures for personnel procurement and administration both in the continental United States and overseas. These will include the procurement through appropriate channels of military, naval, and civilian personnel in response to requisitions from the several branches and offices of SSU and in accordance with job specifications furnished by the requisitioning branch or office.
- b. He shall act for the Director on personnel matters and be responsible for supervision

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CONFIDENTIAL

and direction of the activities listed as follows:

(1) Personnel Branch

(2) Hq. and Hq. Detachment

- (3) Board of Officers (promotions and awards) (4) Naval Command (personnel functions only)
- vision and direction shall apply only to the activities pertaining to personnel and shall be exercised only to the extent consistent with the responsibilities of the Naval Command to the Navy Department.
- d. Maintaining liaison with the Civil Service Commission and other appropriate Government agencies.
- e. Liquidation of personnel assets determined surplus.

9. INTELLIGENCE

The Assistant Director for Intelligence is responsible for:

- Supervision and direction of activities of SI, X-2, and the maintenance of liaison for intelligence purposes between SSU, and other Government departments and agencies. Liaison with Navy Department shall be exercised through the Naval Command.
- <u>b.</u> Supervision and direction of the activities and functions of the following branches:
 - (1) Communications
 - (2) Field Photographic
 - (3) Schools and Training (4) Special Operations

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(6) Morale Operations

(7) Field Experimental Unit

(8) Special Projects

(9) Research and Development

10: SERVICES

The Assistant Director for Services is responsible for:

- a. The formulation of policies and the organization and direction of administrative services of 33U.
- b. He shall supervise and direct the activities of the following branches:
 - (1) Budget and Procedures Branch
 - (2) Procurement and Supply Branch
 - (3) Reproduction Branch
 - (4) Transportation Branch
 - (5) Office Services
 - (6) Finance Branch
 - (7) Chief Surgeon
 - (8) Military Admin. Branch
- 11. The provisions of any previous OSS or SSU orders in conflict herewith are hereby superseded to the extent of such conflict.

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DENTIFICATION OF DOCUMENT

Durategic Services Unit - General Order No. 2; 5pp

a maches Organization Chart

ABSTRACT NOTATION REFERENCES

Accremization which consolidated residual OSS organization into three major components each represented by an Assistant Executive Officer [staff] and an Assistant Director [line]

Assistant Director, Personnel: Reflects liquidation workload.

Assistant Director, Intelligence: Contains SI and X-2; adds remaining assets of tour elements of former Deputy Dir., Operations: Special Operations, Morale Operations, Special Projects; Field Experimental Unit; adds four operational support elements: Schools and Training, Communications, Field Photographic and Research and Development.

DOCUMENT LOCATION

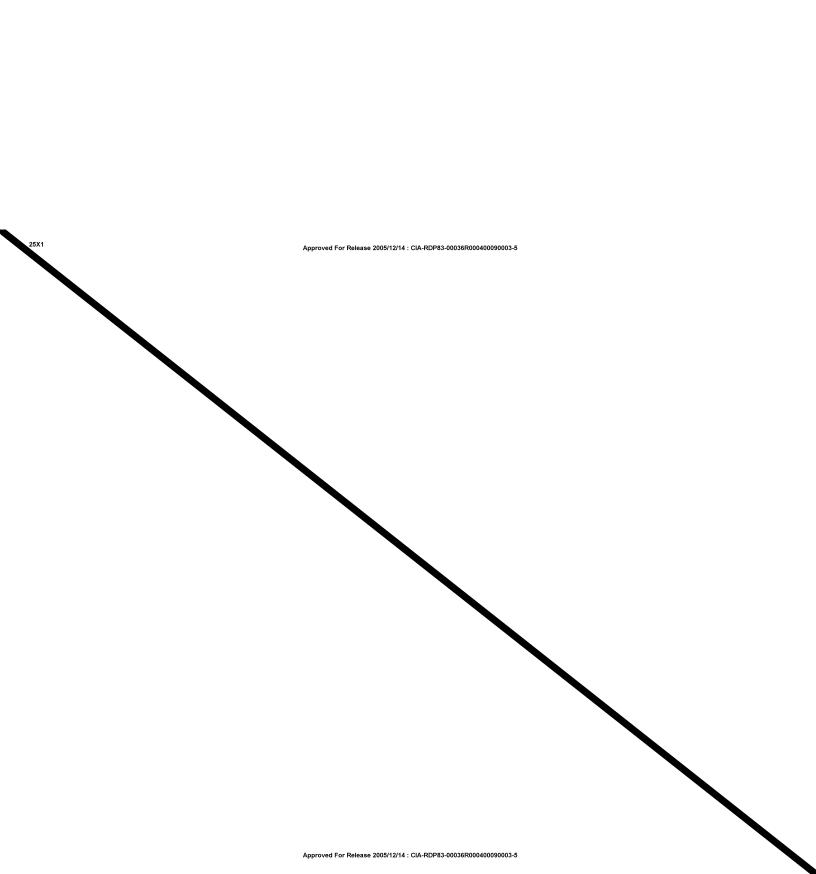
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Assistant Director, Services: Carries forward six existing elements; adds Chief Surgeon and Military Admin. Branches.

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OFFICE OF THE ASSISTANT SECRETARY OF MAR

STRATEGIC SERVICES UNIT

Washington, D.C.

GENERAL ORDER)
NO. 3)

8 November 1945

- 1. There is hereby constituted in the Office of the Secretariat the Cable Control Section. It shall, subject to the general supervision and direction of the Director's Office exercised through the Secretariat, be responsible for carrying out the functions listed in General Order No. 2, this Headquarters, dated 12 October 1945. These functions are in addition to the responsibilities delegated to the Secretariat concerning the reproduction and dissemination of cables within SJU, War Department.
- 2. In carrying out its functions the Cable Control Section shall determine, on all incoming cables, the action addressee and the information addressees. It shall then be responsible, in accordance with such determination, for the dissemination of such cables. On outgoing cables the Section shall determine (after the cable has been sent out) who in S3U Washington shall receive copies in addition to the initiator. In accordance with such determination it shall then be responsible for the dissemination of copies of such outgoing cables.
- 3. No request having to do with the dissemination of cables shall be made direct to the Cable Control Section. All such requests shall be made to the Secretariat.

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General Order No. 3; lp

ASSISACT NOTATION REFERENCES

Istablishes in the Office of the Secretariat the Cable Control Section.

Dunction includes dissemination of incoming and outgoing cables. To operate through the Secretariat.

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FORM 2523

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Approved For Release 2005/12/14 : CIA-RDP83-00036R000400090003-5

SOURCE DOCUMENT INDEX

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Approved For Release 2005/12/14 : CIA-RDP83-00036R000400090003-5

WAR DEPARTMENT

OFFICE OF THE ASSISTANT SECRETARY OF WAR

STRATEGIC SERVICES UNIT

Washington, D.C.

GEMERAL ORDERS) 110. 4) 9 November 1945

AMENDAMING AND CHANGES TO GENERAL ORDER MO. 2

SECTION I

- 1. Verbal orders of the Director, Strategic Services Unit, 1 November 1945, directing rescission of paragraph 9 <u>b</u> (4), General Orders No. 2, this headquarters, effective 15 November 1945 are confirmed and made of record.
- 2. The activities and functions of Special Operations are transferred to 3I Branch for appropriate disposition, effective 15 November 1945.
- 3. The property records of Special Operations are transferred to the SSU Property Board, effective this date.
- 4. The property, supplies and equipment of Special Operations are transferred to the Procurement and Supply Branch, SJU, effective this date.
- 5. The files of Special Operations are transferred to 31 Branch for appropriate disposition, effective 15 November 1945.
- 6. The personnel of Special Operations will be reassigned by Special Orders.

SECTION II

1. Verbal orders of the Director, Strategic Services Unit, 1 November 1945, directing rescission of paragraph 9 b (3),

Approved For Release 2005/12/14: CIA-RDP83-00036R000406600003-5

General Orders No. 2, this headquarters, effective 15 Hovember 1945 are confirmed and made of record.

- 2. The activities and functions of Special Projects are terminated, effective 15 Movember 1945.
- 3. The property records of Special Projects are transferred to the SSU Property Board, effective this date.
- 4. The property, supplies and equipment of Special Projects are transferred to the Procurement and Supply Branch, SSU, effective this date.
- 5. The files of Special Projects are transferred to the Registry, effective 15 Movember 1945.
- 6. The personnel of Special Projects will be reassigned by Special Orders.

SECTION III

- 1. Verbal orders of the Director, Strategic Services Unit; 1 November 1945, directing rescission of paragraph 9 b (5), General Orders No. 2, this-headquarters, effective 25 November 1945 are confirmed and made of record.
- 2. The activities and functions of the Operational Group Command are terminated, effective 25 November 1945.
- 3. The property records of the Operational Group Command are transferred to the SSU Property Board, effective this date.
- 4. The property, supplies and equipment of the Operational Group Compand are transferred to the Procurement and Supply Branch, SJU, effective this date.
- 5. The files of the Operational Group Command are transferred to the Registry effective 25 November 1945.
- 6. The personnel of Operational Group Command will be reassigned by Special Orders.

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SECTION IV

- 1. Verbal orders of the Director, Strategic Jervices Unit, 1 November 1945, directing rescission of paragraph 9 b (6), General Orders No. 2, this headquarters, effective 25 November 1945 are confirmed and made of record.
- 2. The activities and functions of Morale Operations are transferred to SI Branch for appropriate disposition, effective 25 November 1945.
 - 3. The property records of Morale Operations are transferred to the 33U Property Board, effective this date.
 - 4. The property, supplies and equipment of Morale Operations are transferred to Procurement Supply Branch, effective this date.
- 5. The files of Morale Operations are transferred to SI Branch for appropriate disposition, effective 25 Movember 1945.
- 6. The personnel of Morale Operations will be reassigned by Special Orders.

FOR	THE DIRECTOR:		
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	War Dept.		DDP	function		
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General Orders No. 4: Amendments and changes to General Order No. 2; 3pp

STRACT NOTATION REFERENCES

Section I: Activities and functions of <u>Special Operations</u> transferred to SI Branch for appropriate disposition, effective 15 Nov. 1945.

Section II: Activities and functions of <u>Special Projects</u> terminated, effective 15 November 1945.

Section III: Activities and functions of Operational Group Command terminated, effective 25 November 1945.

Gection IV: Activities and functions of Morale Operations transferred to SI Branch for appropriate disposition, effective 25 Nov. 1945.

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UAR DEPARTMENT

OPPICE OF THE ASSISTANT STORTTARY OF MAR

STRATEGIC SERVICES UHT

Washington, D. C.

9 November 1945

GENTRAL ORDER)
NO. 5)

- 1. Confirming verbal orders of the Director, Strategic Services Unit, 1 November 1945, the office of the Assistant Director for Intelligence is absorbed in the Director's Office.
- 2. There is hereby established the office of the Deputy Director.
- 3. Until such time as the following branches are reorganized into an office of Operational Auxiliaries, the following branches will report to the Acting Deputy Director:
 - a. Schools and Training
 - b. Censorship and Documents
 - c. Communications
- 4. Until liquidated or otherwise disposed into appropriate branches, the following branches will report to the Acting Deputy Director:
 - a. Operational Group Command
 - b. Field Experimental Unit
 - c. Field Photographic
 - d. Special Operations
 - e. Horale Operations
 - f. Special Projects
 - g. Research and Development

FOR THE DIRECTOR: 25X1

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General Order No. 5; lp

STRACT NOTATION REFERENCES

Effective 1 Nov. '45 the office of the Assistant Director for Intell. is absorbed in the Director"s Office.

Establishes the office of the Deputy Director.

Until reorganized into an Operational Auxiliaries Branch, the following report to the Actng Deputy Director:

- a. Schools and Training
- Censorship and Documents
- Communications

601

Until liquidated or otherwise disposed of, the following report to the Actg. Depty Dir.

Operational Group Command a.

- Field Experimental Unit Ъ.
- Field Photographic c.
- Morale Operations Special Projects Research and Development

Approved For Release 2005/12/14: CIA-RDP83-00036R000400090003-5

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WAR DEPARTIE!T

OFFICE OF THE ASSISTANT SECRETARY OF WAR

STRATEGIC SERVICES UNIT

Washington, D. C.

GENERAL ORDERS) NO. 6) 14 Hovember 1945

AMENDMENTS AND CHANGES TO GENERAL ORDER NO. 2

SECTION I

- 1. Verbal orders of the Director, Strategic Services Unit; 1 November 1945, directing rescission of paragraph 9 <u>b</u> (7), General Orders No. 2, this headquarters, effective 15 Hovember 1945 are confirmed and made of record.
- 2. The activities and functions of Field Experimental Unit are terminated, effective 15 November 1945.
- 3. The property records of Field Experimental Unit are transferred to the SSU Property Board, effective this date.
- 4. The property, supplies and equipment of Field Experimental. Unit are transferred to the Procurement and Supply Branch, SSU, effective this date.
- 5. The files of Field Experimental Unit are transferred to the Registry for appropriate disposition, effective 15 November 1945.
- 6. The personnel of Field Experimental Unit will be reassigned by Special Orders.

SECTION II

1. Verbal orders of the Director, Strategic Services Unit; 1 November 1945, directing rescission of paragraph 9 <u>b</u> (9), General Orders No. 2, this headquarters, effective 25 November 1945 are confirmed and made of record.

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- 2. The activities and functions of Research and Development are terminated, effective 25 November 1945.
- 3. The property records of Research and Development are transferred to the SSU Property Board, effective 25 November 1945.
- 4. The property, supplies and equipment of Research and Development are transferred to the Procurement and Jupply Branch, 33U, effective 25 November 1945.
- 5. The files of Research and Development are transferred to the Registry, effective 25 November 1945.
- 6. The personnel of Research and Development will be reassigned by Special Orders.

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DENTIFICATION OF DOCUMENT

Strategic Services Unit - General Orders No. 6: Amendments and Changes to General Order No. 2; 2pp.

ABSTRACT NOTATION REFERENCES

Section I: Activities and functions of Field Experimental Unit terminated, effective

15 November 1945.

Section II: Activities and functions of Research and Development terminated, effective

25 November 1945.

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FORM 2523

WAR DEPARTMENT

OFFICE OF THE ASSISTANT SECRETARY OF WAR

STRATEGIC SERVICES UNIT

Washington, D. C.

OMNERAL OHDERS)

19 November 1945

I. Under the authority vested inme as Director, Strategic Services Unit, the following partial organisation is announced. Additional details of organisation will be announced at appropriate intervals. The organisation will follow the lines of the partial chart appended hereto, which includes the office of the Director and the general organization of the effices of SI and X-2.

II. The Deputy Director; the Chief, SI; and the Chief, X-2, shall, within their respective spheres of responsibility, take such steps as necessary or appropriate effectively to establish without delay the organization herein defined.

III. The authority and responsibilities of the several offices, branches, and divisions are set forth as follows:

I. Office of the Directors

a. Deputy Director:

Shall serve as a deputy to the Director and act for Director in his absence.

b. Staff:

(1) Executives

Shall exercise all functions appropriate to a chief of staff.

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(2) Staff Division Is

Shall advise, and prepare studies and reports for the Director on matters relating to personnel.

(8) Staff Division II:

Shall advise, and prepare studies and reports for the Director on intelligence plans and operations.

(4) Staff Division III:

Shall advise, and prepare studies and reports for the Director on all matters relating to administration, budget, and supplies.

(5) General Counsel:

Shall advise, and prepare studies and reports for the Director on all legal matter erising in connection with the work of the organisation.

(6) Secretary to the Staff:

- (a) Shall furnish secretarial service for the Director's office and maintain all files and records for the Office of the Director and the staff.
- (b) Shall be responsible for the flow of correspondence, orders, and other papers within the office of the Director and the Staff.



(c) Hegistry:

files on behalf of all offices, branches, and divisions.

- Wherever appropriate, shall maintain separate sections within the central Registry to correspond to offices, branches, or divisions, with such special security safeguards for particular sections of the Registry as may be appropriate to the character of the materials contained therein.
- 2 Shall serve as a clearing point and repository for code names and numbers to be assigned to operations and agents.

(d) Cuble Control:

Shall perform the functions prescribed in General Orders No. 3 this Headquarters, dated 8 November 1945.

C. Succial Lisison Divisions

Under the supervision of the Deputy Directors

- (1) Shall serve as a clearing point for all contacts between personnel of SSU and any private organization.
- (2) Shall serve as a clearing point on cover arrangements between personnel of SSU and any other governmental agency.



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- (3) Shall maintain such information concerning, and, with the approval of the Director, initiate such contacts with, private organizations as may be necessary or appropriate in connection with its responsibilities under (1) and (2) above.
- (4) Shall maintain liaison with the State Department in all matters of over-all policy for the Office of the Director.

2. Office of SI:

A. Chief. SI:

Subject to policies fixed by the Director, the Chief, \$I, shall:

- (1) Determine objectives and lines of inquiry for the procurement by secret means of political, economic, military, technical, and other forms of positive intelligence.
- (2) Direct the procurement of such intelli-
- (3) Direct the processing and distribution of such intelligence.
- (4) Arrange for such limison with the State Department, War Department, Navy Department, or other departments or agencies of the U.S. or foreign governments as may be necessary or appropriate to the discharge of his responsibilities.

b. Staff of Chief. 81:

The Chief, SI, shall be assisted by an Executive and Staff Sections I, II, and III, whose duties shall be similar to those of the corresponding sections of the Director's staff.

a. Chief. P (Plenning and Processing) Branch:

- (1) The Chief, P Branch, shall be responsible for determining objectives and lines of inquiry to guide the procurement by search means of political, seconomic, military, technical, and other forms of positive intelligence, and for the processing and distribution of such intelligence.
- Economic Division, with appropriate sections corresponding to major geographical areas; a Military Division, with sections for air, naval, ground, and sabotage intelligence, tegether with such other sections as may be desmed appropriate; a Technical-Scientific Division; a Propaganda Analysis Section; a Distribution Section; and such other divisions or sections as may be desmed appropriate.

d. Chief. O (Operations) Branch:

- (1) The Chief, O Branch, shall direct the prosurement by secret means of political, economic, military, technical, and other forms of positive intelligence.
- (2) The O Breach shall include area divisions corresponding to major geographical areas, and country sections for countries within the respective area divisions.

9. Recruiting Sections

The Recruiting Section shall consist of efficers charged with responsibility for recruiting agent personnel for SI. To the extent deemed appropriate by the Chief, SI, such officers shall be





assigned to the respective area divisions or country sections.

3. Office of X-8:

- a. Subject to policies fixed by the Director, the Chief, X-8, shall;
 - Direct the procurement, processing, and dissemination of intelligence conserving fereign espicace and counter-espionage systems and agents.
 - (2) Direct the operations of controlled or "double" foreign agents.
 - (5) Be responsible for the security of all SI and X-E sperations.
 - (4) Arrange for such limited with the State
 Department, War Department, Havy Department,
 ment, FNI, or other departments or agensies of the U.S. or foreign governments
 as may be necessary or appropriate to
 the discharge of his responsibilities.

b. Staff of Chief. I-8:

The Chief, X-E, shall be assisted by an Executive and Staff Sections I, II, and IXI, whose duties shall be similar to those of the corresponding sections of the Director's staff.

c. Area Divisions:

For purposes of operations, the Office of Kos shall be organised in area divisions, corresponding to major geographic areas, and country sections for countries within the respective area divisions.





d. Yetting Sections

The Vetting Section shall serve as the instrument through which the chiefs of the several country sections and area divisions of SI or X-2 shall obtain the opinion of the Office of X-2 concerning the security of any agent or informant.

e. Liaison Section:

The Liaison Section shall:

- (1) Arrange for limison between the Office of X-2 and other departments or agencies of the U.S. or foreign governments; and
- (2) Disseminate such counter-espionage material as the Office of X-2 may determine.

I. Recruiting Sections

The Recruiting Section shall be charged with responsibility for recruiting agent personnel for X-2.

IV. GENERAL PROVISIONS:

- 1. SI and X-2 shall be organised, for the purposes of operations, into identical area divisions and country sections.
- 2. Each country section of 51 or X-2, as the case may be, shall see all incoming messages received by, and all outgoing messages originating with, the corresponding country section, in accordance with appropriate procedure designed to safeguard against undue delays.
- 3. Each country section shall be fully informed concerning the operations of the corresponding country section.

- 8 -



- 4. Each country section shall keep the other fully informed concerning contacts with other government agencies, agencies of foreign governments, or private organisations.
- 5. Each country section shall clear all recruits and covers with the other.
- 6. Each country section is authorized to solicit the assistance of agents or chains operated by the other.

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	War Dept.	SSU General Order No. 7	1945
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	X-2		CLASS.: S*
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Strategic Ser	vices Unit -	ddroeses, title & length) General Order No. 7	
No subjec	t	8 pages	LOCATION: L HS/CSG-601

Announcement of the organization of SSU.

* Formerly Top Secret

Approved For Release 2005/12/14: CIA-RDP83-00036R000400090003-5

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WAR DEPARTMENT

OFFICE OF THE ASSISTANT SECRETARY OF MAR

STRATEGIC SERVICES UNIT

Washington, D. C.

GENERAL ORDERS)
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(CO #7 not given general distribution)

26 November 1945

AMENDMENTS AND CHANGES TO GENERAL ORDER NO. 2

SECTION I

- 1. Verbal orders of the Director, Strategic Services Unit, 1 November 1945, directing rescission of paragraph 9 <u>b</u> (2) General Orders No. 2, this headquarters, effective 30 November 1945 are confirmed and made of record.
- 2. The activities and functions of Field Photographic are terminated effective 30 November 1945.
- 3. The property records of Field Photographic are transferred to the SSU Property Board effective this date.
- 4. Property, supplies and equipment of Field Photographic are transferred to the Procurement and Supply Branch, SSU, for disposition, effective this date. Films made by Field Photographic for other Government Agencies will be transferred to such agencies. Disposition of OSS and remaining films will be determined by the Director. The OSS and remaining films will be stored for at least two or three months in the vaults of the South Building of the Department of Agriculture. (Mr. Carrello of the Dept. of Agriculture, by previous arrangements, has the custody of these films.)
- 5. The files of Field Photographic are transferred to the Registry for appropriate disposition, effective 30 November 1945. Prior to this transfer, the Chief, Field Photographic

Approved For Release 2003/42/14 GIA-RDP83-00036R000496090003-5

- 2 -

is authorized to review and combine Tield Photographic files and to destroy duplicate and useless documents.

6. The personnel of Field Photographic will be reassigned by special orders.

FOR	THE	DIRECTOR:	25X1
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DENTIFICATION OF DOCUMENT

Strategic Services Unit - General Orders No. 8: Amendments and Changes to General Order No. 2; 2pp

BSTRACT NOTATION REFERENCES

Section I: Activities and functions of Field Photographic terminated, effective 30 November 1945.

Disposition of OSS and remaining film will be made by the director. Will be stored for at least two or three months in the vaults of the South Building of the Department of Agriculture.

OCUMENT LOCATION

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WAR DEPARTMENT

OFFICE OF THE ABBISTANT SECRETARY OF MAR

STRATEGIC SERVICES UNIT

Washington, D. C.

GENERAL ORDERS)
NO. 9)

28 November 1945

AMENDMENT TO GENERAL ORDERS NO. 2

1. So much of paragraphs 8 and 10, General Orders No. 2, this Headquarters and provisional organization chart appended thereto as reads: "Assistant Director for Personnel" and "Assistant Director for Services", is amended to read: "Chief of Personnel" and "Chief of Services" respectively.

FOR	THE DIRECTOR:	25X1
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Hdqtrs:

SSU
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DDP function
SSU - G.O. #9
War Dept.

SUP personnel

IDENTIFICATION OF DOCUMENT

Strategic Services Unit - General Orders No. 9: Amendment to General Orders No. 2; lp

services

ABSTRACT NOTATION REFERENCES

Titles changed: Assistant Director for Personnel to Chief of Personnel
Assistant Director for Services to Chief of Services

DOCUMENT LOCATION

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SOURCE DOCUMENT INDEX

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WAR DEPARTMENT

OFFICE OF THE ASSISTANT SECRETARY OF WAR

STRATEGIC STRVICES UNIT

Washington, D. C.

GENERAL ORDERS)
NO. 10)

10 December 1945

I. Under the authority vested in me as Director, Strategic Services Unit, the following organization is announced supplemental to that contained in General Orders No. 7, this Headquarters, 19 November 1945 and superseding General Orders No. 2, this Headquarters, dated 12 October 1945. The organization-will follow the lines of the chart appended hereto, which includes the Office of the Director, the Offices of 3I and X-2, the Operational Auxiliaries Branch, the Services Branch, and the Personnel Branch.

General Orders No. 7, this Headquarters, 19 November 1945, prescribed the general functions of the Office of the Director, the Office of SI, and the Office of X-2. Only limited distribution of this order was made in the Washington Headquarters. The general functions of the Office of the Director, extracted therefrom are repeated here for the information and guidance of all concerned, particularly to acquaint the field with the general organization of Strategic Services Unit now in effect:

"III. The authority and responsibilities of the several offices *** are set forth as follows:

"l. Office of the Director:

"a. <u>Deputy Director</u>:

"Shall serve as a deputy to the Director and act for Director in his absence.

"b. Staff:

"(1) Executive:

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"(2) <u>Staff Divisions I</u>:

"Shall advise, and prepare studies and reports for the Director on matters relating to personnel.

"(3) Staff Division II:

"Shall advise, and prepare studies and reports for the Director on intelligence plans and operations.

"(4) Staff Division III:

"Shall advise, and prepare studies and reports for the Director on all matters relating to administration, budget, and supplies.

"(5) General Counsel:

"Shall advise, and prepare studies and reports for the Director on all legal matters arising in connection with the work of the organization.

"(6) <u>Jecretary to the Staff</u>:

- "(a) Shall furnish secretarial service for the Director's Office and maintain all files and records for the Office of the Director and the staff.
- "(b) Shall be responsible for the flow of correspondence, orders, and other papers within the Office of the Director and the staff.

"(c) Registry:

"1. Shall maintain central records and files on behalf of all offices, branches, and divisions.

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- "2. Wherever appropriate, shall maintain separate sections within the central Registry to correspond to offices, branches or divisions, with such special security safeguards for particular sections of the Registry as may be appropriate to the character of the materials contained therein.
- "3. Shall serve as a clearing point and repository for code names and numbers to be assigned to operations and agents.

"(<u>d</u>) <u>Cable Control</u>:

"Shall perform the functions prescribed in General Orders No. 3 this Headquarters, dated 8 November 1945.

"c. Special Liaison Division:

"(1) Subject to the policies fixed by the Director, the Chief, Special Liaison Division shall perform such special liaison missions as necessary."

II. The Chiefs of the Operational Auxiliaries Branch, the Services Branch, and the Personnel Branch will, within their respective spheres of responsibility, take such steps as necessary or appropriate to establish the organization herein defined:

1. Operational Auxiliaries Branch:

- a. The Chief, Operational Auxiliaries Branch:
 Subject to policies fixed by the Director, the Chief,
 Operational Auxiliaries Branch, will provide operational services (consisting of communications, cover
 and documentation, and training of personnel) to the
 SSU operational (SI and X-2) offices.
- b. The Communications Division, consisting of a Chief, a Security and Control Section, a Traffic Section, a Cipher Section, Supply Section and a Research Section will be responsible for:

Section will be responsible for: Approved For Release 2005/12/14: CIA-RDP83-00036R000400090003-5

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- (1) The planning, organization, and operation of communications, insofar as they pertain to operational (SI and X-2) activities only;
- (2) The development and supply of operational communications equipment.
- (3) The security of all code and cipher messages.
- (4) Providing suitably trained communications personnel to each field station of SSU to assist in coding and decoding traffic.
- (5) Training of agent personnel in the techniques of handling clandestine radio equipment.
- (6) The establishment of communications, should diplomatic relations be severed between any given country and the United States.
- e. The Cover and Documentation Division, consisting of a Chief, a Document Section, an Intelligence Section, and an Equipment Section, will be responsible for:
 - (1) The analysis and synthesis of information relating to cover;
 - (2) Initiation of collection, development, and manufacture of cover documents; secret writing, equipment, and special devices;
 - (3) Assisting in all practical manner the chiefs of area divisions and country sections in the preparation of desired cover.
- d. The Training Division, consisting of a Chief, an Operations Section, an Assessment Section, and an Administration and Materiel Section, will be responsible for:
 - (1) Indoctrination and basic intelligence training of Headquarters personnel and field representatives employed by 33U.

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- (2) The special training of both SI and X-2 agents in conjunction with the appropriate SI and X-2 country sections.
- (3) The assessment of all personnel employed in the United States to be sent to the field.
- 2. The Services Branch, consisting of a Chief, a Budget and Fiscal Division, a Procurement and Supply Division, a Reproduction Division, a Transportation Division, and a Medical Division will be responsible for providing administrative services to the SSU.

a. Chief, Services Branch:

Subject to policies fixed by the Director, the Chief, Services Branch, will provide, with minimum essential personnel, an organization which will insure an adequate and uninterrupted flow of services, for SSU.

- b. The Budget and Fiscal Division will provide all necessary financial and fiscal services required by SSU as a whole. It will:
 - (1) Prepare the annual budget.
 - (2) Allocate funds for various agencies.
 - (3) Prescribe fiscal procedures and accounts for vouchered and unvouchered funds.
 - (4) Prescribe property accounting procedures and, within the limits of existing regulations, perform the necessary auditing of property accounts.
 - (5) Furnish disbursing officers for Headquarters.
 - (6) If necessary, train disbursing officers for assignment to field installations.
- c. The Procurement and Supply Division will provide for the necessary procurement, storage, and issue of supplies. It will:
- (1) Act as the contracting agency for 33U after con-Approved For Release 2005/12/14 CCA:RDP83-00036F0001400090003-5

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- (2) Provide housing, utilities, and similar services, to include messengers, couriers, telephone operators, etc., for Headquarters, and furnish proper guidance to field installations in securing similar services.
- (3) Be responsible for the disposal of surplus property.
- (4) Prepare an annual statement of material requirements for 35U.
- d. The Reproduction Division will furnish all necessary reproduction of printed and other material. It will:
 - (1) Furnish guidance and training to field agencies for reproduction services.
 - (2) When authorized, furnish reproduction services to other government arencies.
- e. The Transportation Division will act as the coordinating and liaison agency in securing domestic and foreign transportation for all members of SJU. It will:
 - (1) Heet and be responsible for the delivery of members returning from overseas to the processing center.
 - (2) Operate the Headquarters notor pool and its accessories.

f. The Medical Division will:

- (1) Furnish medical service to Headquarters.
- (2) Furnish advice relative to medical care and evacuation for field installations.
- (3) On request, furnish qualified personnel for other general medical purposes to the operating offices (SI and X-2).

3. Personnel Branch

The Personnel Branch, consisting of a Chief and assistants, and the Personnel and Jecurity Divisions, will be reapproxied For Release 2005/12/14 acras RDP83 2000 36 R0004000900035 and

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the physical security of installations of 33U within the continental limits of the United States.

a. The Chief, Personnel Branch

Subject to policies fixed by the Director, the Chief, Personnel Branch, will formulate procedures, make arrangements for and maintain records pertaining to security clearance, procurement, or separations of Headquarters personnel and field representatives employed by SSU.

- b. The Personnel Division will be composed of the Procurement and Assignment Section, the Records Section; the Civilian Section, the Classification Section, the Statistical Control Section, the Military Section, and the Naval Section. It will be responsible, through the normal and accepted procedures, for the maintenance of:
 - (1) Records.
 - (2) Separation clearances.
 - (3) Recruiting.
 - (4) All administrative matters such as preparation of pay rolls, efficiency reports, civil service reports, etc.
 - c. The Security Division, consisting of the physical security section and the personnel security section, will be responsible for the physical security of installations of SSU within the continental limits of the United States. It will be responsible for obtaining personnel security clearance, utilizing the facilities of the X-2 Vetting Section and other agencies.

III. Special orders, affecting personnel, to effect the above organization will be issued.

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Strategic Services Unit - General Orders No. 10; 7 pp. Attaches Organization Chart

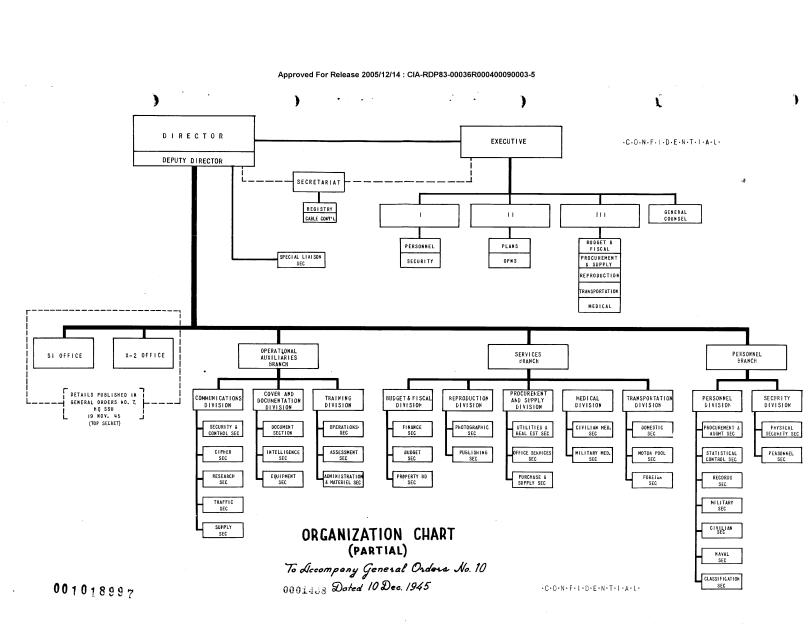
ABSTRACT NOTATION REFERENCES

Supplements General Orders No. 7 and supersedes General Order No. 2, dated 12 Oct. 145. Tackness the Office of the Director, the Offices of SI and X-2, the Operational sumilharies Branch, the Services Branch and the Personnel Branch. Ceneral Orders No. 7 prescribe general functions of the Office of the Director and the Offices of SI and X-2, but was given limited distribution. Therefore, the general functions of the Office of the Director as established in General Order No. 7 are quoted verbatim in the first paragraph of this General Orders No. 10.

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WAR DEPARTMENT

OFFICE OF THE ASSISTANT SECRETARY OF WAR

STRATEGIC SERVICES UNIT

WASHINGTON, D. C.

GENERAL *ORDERS)

11)

4 April 1946

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NO.

Under the provision of AR 600-20 and by direction of the Assistant Secretary of War, the undersigned hereby assumes command of the Strategic Services Unit.

Director

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Hdqtrs	SSU War Dept. ,	FI DDP SUP	command SSU-G.O. #11 personnel	4 Apr.'46

IDENTIFICATION OF DOCUMENT

Strategic Services Unit - General Orders No. 11:

ABSTRACT NOTATION REFERENCES

Under the provisions of AR 600-20 and by direction of the Assistant Secretary of War, Col. William W. Quinn assumes command of the Strategic Services Unit.

DOCUMENT LOCATION

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SOURCE DOCUMENT INDEX

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WAR DEPARTMENT
OFFICE OF THE ASSISTANT SECRETARY OF WAR
STRATEGIC SERVICES UNIT
Washington, D. C.

GENERAL ORDER)
NO. 12)

20 May 1946

POLICY CONCERNING NATIONALITY AND SECURITY OF PERSONNEL

I. DEFINITIONS:

The following definitions will apply in this and succeeding directives on the same subject.

1. Staff Personnel

a. Any person employed by, or assigned to, the SSU and detailed to do messenger, clerical, stenographic, reception, switchboard, supervisory, administrative, executive, liaison, or other office duties in the Washington Headquarters of the SSU or any other establishment maintained by the SSU in the United States or abroad;

b. Any person employed by the SSU and assigned as Field Representative or Intelligence Officer to operate overseas under complete or partial cover for the purpose of organizing or operating intelligence networks and reporting the intelligence developed thereby.

2. Housekeeping Personnel

a. Any person assigned to do housekeeping, service or guard duties in any SSU establishment in the United States or overseas;

b. Any person employed as cook, chauffeur, housekeeper, maid, or in any other domestic capacity in any private establishment maintained by any SSU staff personnel overseas.

3. Operational Personnel

a. Any agent, sub-agent, cutout, courier, contact, informant or other person recruited into any network or chain or otherwise engaged in gathering information for or relaying it to SSU staff personnel.

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4. Consultants

a. Persons in the United States, whether Americans or non-Americans, who are used on a consultative basis by SSU staff members; this type will be known as demostic consultants.

b. Persons overseas who may be used on a consultative basis by SSU staff members overseas or by SSU operational personnel; this type will be known as overseas consultants.

II. POLICY:

- 1. a. The staff personnel of SSU shall be composed of native born Americans of unquestionable loyalty. In addition, no staff member should be married to other than a native-American spouse, or have close blood or in-law relatives subject to the control or influence of a foreign power.
- b. Housekeeping personnel will conform also to the qualifications stated above except that for the time being, housekeeping personnel abroad are exempt from these restrictions.
- c. Operational personnel may be employed without regard to nationality subject to existing vetting requirements.
- d. Consultants may be employed under the same conditions as operational personnel, except that domestic consultants will be contacted only after clearance by the Security Division, Headquarters, SSU.
- 2. The policy enunciated in this directive will be deviated from only on the written authority of the Director of SSU who will consider each individual case on its merits. The only cases that will be considered for exception are those involving persons considered to be of the utmost importance to the organization for whom no competent substitutes are available and those only after a most thorough security check.
- 3. For the time being, personnel presently assigned to overseas stations will be generally excepted

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from the provisions of this directive unless specific instructions are issued to effect termination. All new assignments will be governed by paragraphs 1 and 2 above.

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Director

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Hdqtrs	SSU	FI	SUP	personnel	SSU-G.O. #12	20 May 146
	War Dept.			security nationality		

DENTIFICATION OF DOCUMENT

Strategic Services Unit - General Order No. 12: Policy Concerning Nationality and Security of Personnel; 3pp

ABSTRACT NOTATION REFERENCES

Defines: staff personnel; housekeeping personnel; operational personnel; consultants.

Staff personnel and consultants shall be native born Americans, native born spouse and no close relatives subjects to the control of a foreign power. Housekeeping personnel have the same restrictions, except those abroad are exempt from the policy.

Operational personnel may be employed without regard to nationality subject to existing vetting requirements.

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For the time being personnel present'y assigned overseas will be generally excepted, unless specific instructions are issued for termination.

601 V Approved For Release 12005/42/1444 CMARDES - ODDS FROD ONIO 0900035 n of this Order.)

FORM 2523

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SOURCE DOCUMENT INDEX

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Approved For Release 2005/12/14: CIA-RDP83 00036R000400090003-5

WAR DEPARTMENT
OFFICE OF THE ASSISTANT SECRETARY OF WAR
STRATEGIC SERVICES UNIT
Washington, D. C.

GENERAL ORDERS)
NO. 13)

17 June 1946

SECTION I

ORGANIZATION OF THE STRATEGIC SERVICES UNIT

- 1. Under the authority vested in me as Director, Strategic Services Unit the following organization is announced, superseding that prescribed in General Orders No. 10, this head-quarters, dated 10 December 1945. The organization will follow the lines of the chart appended hereto, which includes the Office of the Director, the Operational Auxiliaries Branch, the Services Branch, the Personnel Branch, the Foreign Security Reports Office and the Planning and Steering Staff, the latter two being covered in detail by Section II of this order which is being distributed to those concerned.
- 2. The authority and responsibilities of the several offices and branches of the Strategic Services Unit are set forth as follows:

a. Office of the Director:

(1) Deputy Director:

Shall serve as a deputy to the Director and act for the Director in his absence.

(2) Special Assistant:

Shall perform such specialized duties as are assigned by the Director.

(3) Executive Officer for Administration:

Shall exercise all functions appropriate to a chief of staff in connection with administrative matters.

(4) Assit Ex. O. for Administration and Adjutant:
Shall assist the Executive Officer for Admin-

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istration, act for him in his absence and exercise the functions normally the responsibility of an Adjutant.

(5) General Counsel:

Shall advise, and prepare studies and reports for the Director on all legal matters arising in connection with the work of the organization.

(6) Naval Command:

Shall serve as the agency for the perfermance of all functions relating to the Navy Department, including all Naval, Coast Guard and U.S. Marine Corps liaison, the procurement and administration of personnel of those services, and for any other functions which may be designated by the Director of SSU from time to time.

(7) <u>Liaison Division</u>:

Subject to the policies fixed by the Director, shall be responsible for liaison with the various departments and agencies of the government served by SSU.

(8) Security Division:

In accordance with the established regulations and subject to the instructions of the Director, shall be responsible for the physical security of all domestic SSU installations, property and records; for investigating and evaluating the integrity of all personnel on a continuing basis; for interviewing and indoctrinating new employees, overseas returnoes, couriers, overseas departees, and all personnel in the process of terminating employment with SSU regarding security requirements and matters; for final recommendations on the grounds of security to the Director, as to employment by, continuance with or severance from SSU of all personnel; and for investigating security violations and recommending appropriate disciplinary steps to the Director. The responsibility hereby delegated is limited to personnel, installations, property and activities within the United States.

(9) Registry Division:

- (a) Shall maintain central records and files on behalf of all offices, branches and divisions of SSU.
- (b) Haintain such branch rogistries as dictated by physical conditions and security.
- (c) Serve as a clearing point and repository for code and cover names and numbers to be assigned to operations and personnel.
- (d) Shall be responsible for the receipt and distribution of all incoming pouch material and the dispatch of all outgoing routh material.
- (c) Shall be responsible for the receipt, distribution and dispatch of all official mail.
- (f) Maintain and direct a courier system for the delivery and collection of all interand intra-office mail, communications and pouch material, both classified and unclassified.
- b. The Chiefs of the Operational Auxiliaries Branch, the Services Branch, and the Personnel Branch will, within their respective spheres of responsibility, take such steps as necessary or appropriate to establish the organization herein defined:
 - (1) Operational Auxiliaries Branch, consisting of a Chief, Communications Division and Cover and Documentation Division, will be responsible for providing operational services to the several offices and branches of SSU.
 - (a) The Communications Division, consisting of a Chief, and Operations, Security and Control, Research, Supply and Message Center Sections, will be responsible for:
 - 1. The planning, organization, and operations of communications, insofar

as they pertain to operational activities only;

- 2. The development and supply of operational communications equipment;
- 3. The security of all code and ciphor messages;
- 4. Providing suitably trained code clorks and communications personnel for field stations of SSU;
- 5. Training of personnel in the techniques of operating and servicing communications equipment;
- 6. Operation of the Message Conter including appropriate dissemination of all incoming and outgoing messages.
- (b) The Cover and Documentation Division, consisting of a Chief, a Document Section, an Intelligence Section, and an Equipment Section, will be responsible for:
 - 1. The analysis and synthesis of inforfaction relating to cover;
 - 2. Initiation of collection, development, and procurement of cover documents and special devices;
 - 3. Assisting in all practical manner the chiefs of area branches and country divisions in the preparation of desired cover.
- (2) Services Branch, consisting of a Chief, Budget, Special Funds, Fiscal, Procurement and Supply, Transportation and Medical Divisions will be responsible for furnishing legistical and administrative (loss personnel) services to the SSU.
 - (a) The Budget Division:
 - 1. Will propers the annual budget;
 - 2. Mill allocate funds for various activities;

- 4 -

- 3. Will maintain over-all personnel coiling controls;
- 4. Will prepare studies and render budgetary advice to all agencies of the SSU.

(b) The Special Funds Division:

- 1. Will provide all necessary special funds required by the SSU as a whole;
- 2. Will train and provide as needed special funds officers to handle Special Funds in the field:
- 3. Will prescribe accounting procedures and maintain controls and accounts for the expenditure of Special Funds;
- 4. Will furnish specialized fiscal information as required;
- 5. Will advise the Director on matters pertaining to Special Funds.

(c) The Fiscal Division:

- 1. Will provide all necessary financial and fiscal services (except Special Funds) required by SSU as a whole;
- 2. Will prescribe procedures and account for vouchered funds;
- 3. Will proscribe property accounting procedures and, within the limits of existing regulations, perform the necessary auditing of property accounts;
- 4. Will furnish disbursing officers for SSU, both domostic and foreign.

(d) The Procurement and Supply Division:

1. Will provide for the necessary procurement, storage and issue of supplies;

- 2. Act as the contracting agency for SSU after consultation with the General Counsel;
- 3. Provide housing, utilities, and simi-Tar services, to include telephone service for Headquarters, and furnish proper guidance to field installations in securing similar services;
- 4. Will be responsible for disposal of surplus property;
- 5. Will propare an annual statement of material requirements for SSU.

(c) The Transportation Division:

- 1. Will act as the coordinating and liaison agency for procuring the demostic or foreign transportation necessary to move all SSU personnel and cargo;
- 2. Will operate the Headquarters Motor Pool and its accessories;
- 3. Will furnish guidance to SSU in probloms dealing with transportation of personnel or things.

(f) The Medical Division:

- 1. Will furnish modical service to Head-quarters;
- 2. Furnish advice relative to medical care and evacuation for field installations;
- 3. On request, will furnish qualified personnel for other general medical purposes to the operating offices.
- (3) Personnel Branch shall consist of an Office of the Chief, a Haval Command (personnel functions only), a Headquarters and Headquarters Detachment, and a Personnel Division. Subject to the pelicies fixed by the Director, this Branch will develop

plans for, coordinate, and direct all personnel management functions, including the procurement and assignment of civilian, military and naval personnel; the classification of positions; the utilization of personnel, and the maintenance of all records relating thereto.

- (a) Naval Command: subject to established Naval regulations, and in accordance with the personnel policies formulated by the Chief, this Command will be responsible for all administrative activities affecting commissioned and enlisted personnel of the Navy Department on duty with the SSU.
- (b) Headquarters and Headquarters Detachment: in accordance with established Army regulations and subject to the policies formulated by the Chief, this Detachment will be responsible for all administrative activities affecting commissioned and enlisted personnel of the Army including liaison with the War Department regarding such activities, and the maintenance of records for all military personnel assigned to the SSU.
- (c) <u>Porsonnol Division</u>: subject to the policies and directives of the Chief, and in accordance with applicable laws and regulations, will be responsible for carrying out the personnel management policies, programs, and operations with the following specific missions:
 - 1. Classification and porsonnel utilization;
 - 2. Procurement and placement;
 - 3. Employee services;
 - 4. Haintaining statistics and records.

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3. Special Orders, affecting personnel, to effect the above organization will be issued.

4. Gonoral Orders	No. 10, this	headquarters,	dated 10 Decem-
bor 1945, and such	portions of a	ll other orde	rs or directives
as are in conflict			

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	1370 01 220			transition		

DENTIFICATION OF DOCUMENT

Strategic Services Unit - General Orders No. 13: Organization of the Strategic Jair; 7 pp. Attaches Organization Chart.

AUSTRACT NOTATION REFERENCES

Essued in two Sections. Section I: Office of the Director; Operational Auxiliaries Branch; Services Branch and Personnel Branch.

Section II (Top Secret): Foreign Security Reports Office; and Planning and Steering Staff.

Combines SI and X-2 into one organization called the Foreign Security Reports Office

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DOCUMENT LOCATION

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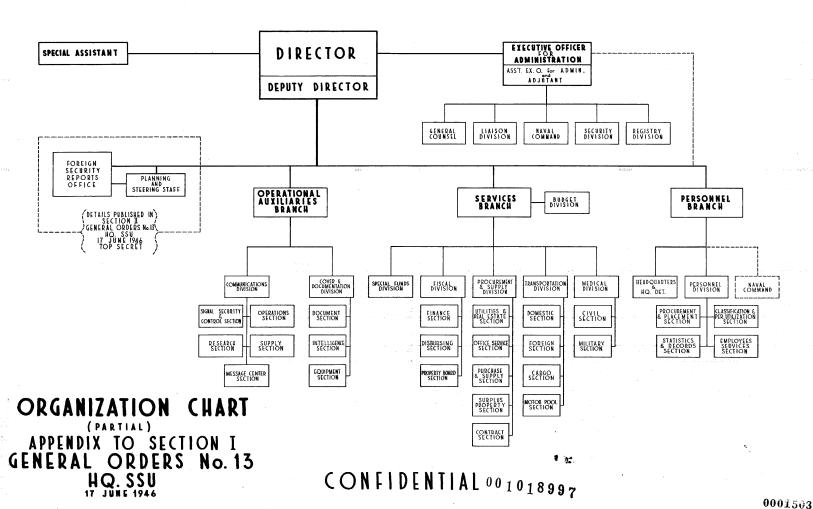
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COPY NO.

WAR DEPARTMENT
OFFICE OF THE ASSISTANT SECRETARY OF WAR
STRATEGIC SERVICES UNIT
Washington, D. C.

GENERAL ORDERS)

17 June 1946

SECTION II

ESTABLISHMENT OF FOREIGN SECURITY REPORTS OFFICE

- 1. Under the authority vested in me as Director, Strategic Services Unit, the following partial reorganization of the Unit is announced. Additional details of organization will be announced at appropriate intervals. The organization will follow the lines of the chart appended hereto.
- 2. The SI and X-2 Branches of SSU are hereby abolished. The FOREIGN SECURITY REPORTS OFFICE (FSRO) of the STRATEGIC SERVICES UNIT is hereby established for the purpose of implementing and operating the missions enumerated below.
- 3. The Chief, FSRO, shall take such steps as are necessary to effect without delay the organization defined herein.
- 4. The authority and responsibilities of the several Offices, Branches and Divisions are set forth as follows:

a. Planning and Stooring Staff:

The Planning and Steering Staff shall be comprised of the Chief, Planning and Steering Staff and such other permanent members as the Director may appoint; the Chief and Executive Officer of FSRO as ex officio members; the Branch Chief and Division Chief of the area under consideration; and such others as the Director may designate temperarily in specific cases. Subject to policies fixed by the Director, the Staff shall:

- (1) Maintain a current survey of world-wide intelligence requirements with a view to developing clandestine activities to be undertaken by SSU;
- (2) Establish intelligence priorities for areas, and objectives, and devise coordinated plans therefor:

c.

- (3) Establish projects to implement such plans, and be responsible for the initiation and execution of each project until the Staff delegates the responsibility for its direction and maintenance to the Branch and/or Division Chief;
- (4) Effect special reviews of approved projects from time to time at the direction of the Chief, FRSO, or the Director, SSU, and reassume responsibility for projects that require revision or augmentation;
- (5) Perform such other missions as may be assigned by the Director.

b. Chief, FSRO:

Subject to policios fixed by the Director, the Chief, FSRO, shall:

- (1) Direct the procurement by secret means of positive and counter espionage intelligence, according to the plans, priorities and projects established by the Planning and Steering Staff and approved by the Director;
- (2) Direct the processing and dissemination of such intelligence;
- (3) Direct, supervise and coordinate semi-overt missions, semi-covert stations, and such other organizations and activities in foreign territories as SSU may maintain;
- (4) Direct the operations of controlled or "double" foreign agents;
- (5) Be responsible for the security of all FSRO field activities, and in conjunction with the Security Division, for security functions of FSRO within the United States.
- (6) Provide for such facilities within FSRO as may be required by the Planning and Steering Staff incident to their mission.

c. Doputy Chief:

Shall serve as a Deputy to the Chief, FSRO, and act

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for the Chief in his absence.

d. Executive Officer:

Shall be in the direct chain of command from the Chief, FSRO, to the Foreign Branch Chiefs, and shall assist the Chief in the performance of the mission outlined above.

He shall supervise directly the activities of the Administrative Officer and the Vetting Officer.

The Executive Officer shall have assigned to his Office a Special Case Officer, who shall be responsible for detailed knowledge of such special counter espionage cases shifting from one branch to another, or cutting across two or more divisions, or otherwise of special interest, as the Executive Officer, FSRO, may direct. He shall make recommendations concerning the direction or coordination of such cases to the branch chiefs concerned.

c. Special Projects Division:

Shall be responsible for the assembling of all available information on such subjects as are assigned by the Chief, FSRO, and for the analysis and final processing of such specialized information.

f. Administrative Officer:

Shall be responsible for the fulfillment of administrative requirements and for liaison between FSRO and the Personnel, Services and Operational Auxiliaries Branches to facilitate administration.

g. Votting Officer:

Shall be responsible for the vetting of all staff employees, agents and informants, and answering vetting requests received from FSRO field representatives and outside agencies.

h. Foreign Branch Chiofs:

Subject to approved policies and within their respective geographic areas, shall:

- (1) Direct the procurement by secret means of positive and counter espionage intelligence, according to approved plans, priorities and projects;
- (2) Initially receive intelligence materials, be responsible for evaluation and content and recommend appropriate dissemination;
- (3) Direct, supervise and coordinate semi-overt missions, semi-covert stations and such other organizations and activities as SSU may maintain;
- (4) Keep informed of all communications between SSU Washington and SSU Missions, Stations, organizations and individuals;
- (5) Assure coordination of administrative actions with Personnel and Administrative Offices and divisions which assist in the support of SSU field activities;
- (6) Direct the operations of controlled or "double" foreign agents;
- (7) Determine the suitability of personnel to be evertly or somi-evertly employed and determine the training and use of such personnel.

i. Dissemination Branch:

Shall be responsible for the form, final editing, reproduction and dissemination, to other governmental agencies, of reports from all geographic areas, and shall review evaluations with a view to recommending appropriate changes to the Branch Chiefs.

j. Training Branch:

Subject to policies and directives laid down by the Director and the Chief, FSRO, shall be responsible for the orientation, intelligence training, both evert and covert, and the assessment of all SSU personnel.

k. Foreign Division Chiefs:

Subject to the direction and supervision of the appropriate Branch Chief, and in the country assigned to them, shall:

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- (1) Supervise and coordinate the procurement by secret means of positive or counter espionage intelligence, including all agent operations, in accordance with grouping;
- (2) Assist in the evaluation and processing of intelligence reports;
- (3) Assist in the accomplishment of all supporting activities incident to the above functions.
- 5. General Order No. 7, this headquarters, dated 19 November 1945, and such portions of all other orders or directives as are in conflict with the above are hereby rescinded.

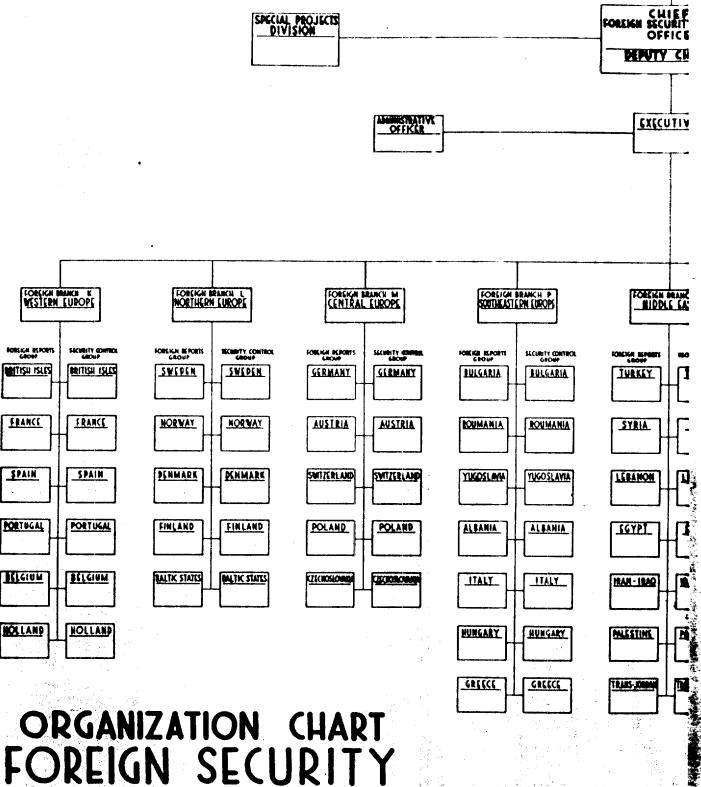
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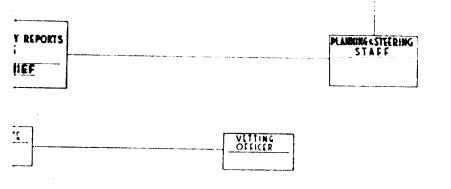
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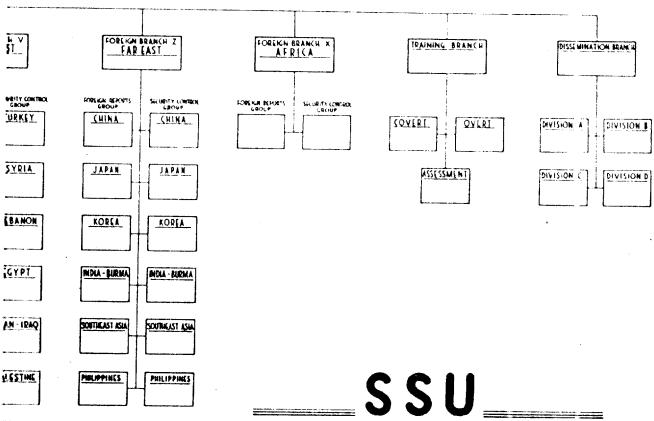
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FOREIGN SECURITY REPORTS OFFICE







APPENDIX TO SECTION 2
GENERAL ORDER No. 13

17 JUNE 1946

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WAR DEPARTMENT
OFFICE OF THE ASSISTANT SECRETARY OF WAR
STRATEGIC SERVICES UNIT
Washington, D. C.

GENERAL ORDERS)
NO. 14)

15 August 1946

By virtue of the authority vested in me as Director, Strategic Services Unit, War Department, it is ordered as follows:

- 1. The Chief, Personnel or the Assistant Chief of Personnel shall review, and authorize or approve in the discretion of either one of them:
- a. The transfer of civilian employees from one official station to another and the payment or reimbursement of all expenses incident thereto, including travel and the transportation of household goods and personal effects of such employees.
- b. The payment of living and quarters allowances to civilian employees stationed abroad.
- 2. The Chief, Services or the Chief, Fiscal Division shall review, and authorize or approve in the discretion of either one of them:
- a. Temporary duty travel, including travel from and to overseas posts, by civilian employees and consultants, and the payment or reimbursement of expenses incident thereto;
- b. Applications for travel advances of vouchered funds not exceeding \$1,000.00 and surety bonds given as security for such advances:
- c. Travel performed by civilian employees on account of an emergency or without prior authority and the payment or reimbursement of expenses incurred incident to such travel;
- d. Travel by civilian employees incident to change of their official station.
- 3. Outside the continental limits of the United States, the Chief of each Mission or independent Station may authorize and approve temporary duty travel abroad within the theater of civilian employees whose official stations are located within their particular theater. The Chief of a Mission or independent Station is hereby authorized to designate an officer or employee at the particular Mission or independent Station to act and sign for him in the issuance of travel orders, the certification of true copies of various documents required in connection therewith, and certification of travel vouchers.

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- 4. The Deputy Director, Chief, Services, and the Chief, Procurement and Supply Division shall review and in the discretion of any one of them enter into and sign contracts on behalf of the Government in accordance with existing law and regulations, including contracts under the provisions of Executive Order 9001, dated 27 December 1941.
 - 5. The effective date of this Order is 1 July 1946.
- 6. All prior delegations of the powers and authorities specified herein, not in conformity herewith, are hereby rescinded, but all acts heretofore performed under such prior delegations are hereby ratified.

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DENTIFICATION OF DOCUMENT

Strategic Services Unit - General Orders No. 14; 2pp

BSTRACT NOTATION REFERENCES

Delegates to Chief, Personnel and Chief, Services, certain authorities to approve expenditures of funds in personnel reassignment and travel. Also Deputy Director, Chief Services, and Chief, Procurement and Supply Division may sign contracts.

Outside the continental limits of the United States, similar authority given to Chief of each Mission or independent Station.

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WAR DEPARTMENT
OFFICE OF THE ASSISTANT SECRETARY OF WAR
STRATEGIC SERVICES UNIT
Washington, D. C.

2 October 1946

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GENERAL ORDERS)
NO. 15)

- l. In compliance with the Joint Chiefs of Staff memorandum of 26 July 1946 and the approval thereof on behalf of the Secretary of War dated 24 September 1946, the History Project is hereby established as a part of the Director's Office.
- 2. The History Project is to compile an Official Report of the operations of the Office of Strategic Services from the time of its establishment as the Coordinator of Information in 1941 until its liquidation in 1945. Following the recommendations of the Joint Chiefs of Staff and in view of security considerations, the work will be accomplished under the supervision of Joint Security Control. The Report, which is to be completed by approximately 7 April 1947, will remain in an appropriately classified category, and its distribution will be controlled by the Joint Chiefs of Staff.
- 3. Under the direction of the Chief of the History Project, liaison on matters pertaining to the collection and verification of information on OSS activities will be maintained with former members of OSS. Government officials with records or files on OSS in their custody are authorized for the purposes of the History Project, to give free access to all related material. Furthermore, the Chief of the History Project will maintain such liaison with other agencies or with the historical units of other departments of the Government as necessary in completing documentation on operations in which OSS played a part.
- 4. All questions concerning release, classification or use of information or material will be referred to the Director of SSU. Subsequent to 19 October 1946, such matters will be referred to Director of Central Intelligence.

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Strategic Services Unit - General Orders No. 15; p

BETRACT NOTATION REFERENCES

In compliance with the Joint Chiefs of Staff memorandum of 26 July 1946 . . . establishes a History Project as a part of the Director's Office.

Project is to compile a complete report of the operations of the Office of Strategic Services from the time of its establishment as the Coordinator of Encommation in 1941 until its liquidation in 1945. Project will be under supervision of the Joint Security Control; will be completed by approximately April 1947; will remain in an appropriately classified category; and will have a controlled distribution.

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WAR DEFARMENT
OFFICE OF THE ASSISTANT SECRETARY OF WAR
STRATEGIC SERVICES UNIT
Washington, D. C.

GENERAL CRDERS) NO 16)

19 October 1946

TERMINATION OF SSU CFERATIONS

- 1. Effective 2400, 19 October 1946, all operations of the Strategic Services Unit are terminated.
- 2. Administrative activities incident to disposition of personnel, material, records, claims, settlements.etc., will be continued until final and complete liquidation of the Strategic Services Unit is effected at a later date.

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IDENTIFICATION OF DOCUMENT

Strategic Services Unit - General Orders No. 16: Termination of SSU Operations; lp

ABSTRACT NOTATION REFERENCES

Effective 2400, 19 October 1946, all operations of the Strategic Services Unit are terminated.

Administrative activities incident to disposition of personnel, materiel, records, claims, settlements, etc. will be continued until final and complete liquidation is completed at a later date.

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